

## **Proposed Agenda for Michael Stoker, Regional Administrator May 21-25, 2018**

### **Monday, May 21, 2018**

8:00 am -8:30 am: Arrival – Region 9 Office is located at 75 Hawthorne Street, San Francisco. Amy Miller will pick you up and accompany you to the Regional Office.

*Region 9 attendees- Alexis Strauss, Deborah Jordan and Amy Miller*

8:30 am – 8:45 am: Swearing-In – In the RA's conference room (19333) via Video Teleconference Call (VTC), the Executive Resources at Research Triangle Park will swear you in. This will also include presenting your identification and filling out the I-9 form. (15 minutes)

*Region 9 attendees – Alexis Strauss and Vicki Lane*

8:45 am -9:45 am: Introductory Meeting with Office of Regional Administrator – In the RA's Office we will meet to discuss overview of the regional office and our support of the Regional Administrator. We will begin discussion of your priorities for the next month.

*Region 9 attendees-Alexis Strauss, Deborah Jordan and Amy Miller*

9:45-10:00 am: Break (15 minutes)

10:00 am-11:00am: Senior Management Team– In the Havasupai conference room (19310), we will introduce you to your senior executive team.

Region 9 attendees – Alexis Strauss, Deborah Jordan, Amy Miller, Elizabeth Adams, Enrique Manzanilla, Kathleen Johnson, Tomas Torres, Kerry Drake, Kelly Zito, Bridget Coyle (for Jeff Scott), and Sylvia Quast.

11:00 am -12:00 pm: Administrator's Weekly Meeting, RA's conference room (19333) via VTC

All Regional Administrators and Assistant Administrators. Region 9 attendees – you, Alexis Strauss and Deborah Jordan.

12:00 pm – 1:00 pm: Lunch/Break

1:00 pm – 2:30 pm: Ethics Briefing – In the RA's conference room (19333) via VTC with Justina Fugh, we will brief you on the ethics requirements for a Regional Administrator.

*Region 9 attendees – Steven Jawgiel, Sylvia Quast, Alexis Strauss, Deborah Jordan, and Amy Miller*

2:30 pm – 3:00 pm: Access badges – In the Security Office on the first floor, we will initiate the process for the government Smart Card and 75 Hawthorne building badge.

*Region 9 attendees -- Amy Miller, Mindy Clements, and Diana Uribe*

3:00 pm – 3:45 pm: Equipment -- In the RA's Office, we will provide you with your laptop and iPhone 7 and provide information on this equipment.

*Region 9 attendees – Amy Miller and Charles O'Quinn*

3:45 pm- 4:30pm: End of Day -- In the RA's Office we will close out the day by reviewing your plans for the week and discuss next steps.

*Region 9 attendees – Alexis Strauss, Deborah Jordan, and Amy Miller*

## **Tuesday, May 22, 2018**

8:00 am-9:00 am: Review Briefing Book – In RA's Office, we will review material prepared for RA and prepare for all-hands meeting and calls with state and tribal leaders.

*Region 9 attendees – Alexis Strauss and Amy Miller*

9:00 am-10:00 am: Call with State and Tribal Leaders – We will arrange for introductions with state and tribal leaders.

*Region 9 attendees – Alexis Strauss and Amy Miller*

10:00 am -10:45 am- Region 9 All Hands Meeting.

*First floor conference rooms.*

11:30 am – 12:30 pm: New Employee Orientation -- In the RA's conference room (19333), via VTC, Executive Resources will conduct new employee orientation, including an explanation of your benefits.

*Region 9 attendee- Vicki Lane*

12:30 pm – 1:00 pm: Lunch

1:00 pm-2:30 pm: Superfund Emergency Response Briefing –The Superfund Division will provide you with an overview of EPA's role in an emergency such as an oil spill, earthquake, or typhoon. They will also bring you up to date with the ongoing Kilauea response.

Location: R9 Emergency Operations Center

*Region 9 attendees – Dan Meer, Harry Allen, John Lyons, Enrique Manzanilla*

3:00 pm – 3:30 pm: Communications and outreach – Discuss communication and outreach strategies and priorities with Office of Public Affairs

*Region 9 attendees – Kelly Zito, Bill Glenn, Alexis Strauss and Amy Miller*

3:45 pm – 4:30 pm: End of Day – Close out the day by reviewing questions that may have arisen and identifying follow-up briefings and other next steps.

*Region 9 attendees – Alexis Strauss and Amy Miller*

Travel to Ontario (SFO to ONT – Flight TBD)

## **Wednesday, May 23, 2018**

Travel to Lake Arrowhead – Amy Miller will pick you up at your hotel in morning TBD

12:00-5:00 pm – California Agricultural Commissioners and Sealers Association Spring Conference (20 minutes speech at 2:00 pm). This is the bi-annual meeting of the County Agricultural Commissioners.

EPA is invited to give program updates. This meeting will give you an opportunity to meet with California agricultural leaders.

Location Lake Arrowhead Resort and Spa, 27984 CA-189. Lake Arrowhead, CA 92352

*Region 9 attendees – Amy Miller*

## **Thursday, May 24, 2018**

8:00 am – Travel: Drive from Lake Arrowhead to Southern California Field Office

TBD

10:00 am-11:00 am – Introduction to Los Angeles Field Office. We will provide you tour and get you situated in your new office. You will meet Southern California Field Office staff.

*Region 9 attendees – Amy Miller, Steven Leonido-John*

11:00 am-12:00 pm – TBD (VTC with Governor of Guam- Eddie Calvo?)

12:00 pm – 1:00 pm - Lunch

1:00 pm – 3:00 pm – Meet with P. Alarcon

3:00 pm – 4:00 pm- Daily Update. In Room 925 (Pechanga) via VTC. We will discuss any pending actions and upcoming meetings.

Location: Southern California Field Office,

Region 9 attendees – Alexis Strauss, Deborah Jordan, and Amy Miller

## **Friday, May 25, 2018**

8:00 am – 10:00 am - Unscheduled

10:00 am - 11:00 am – Meeting with Cal-EPA Secretary Matt Rodriguez. In Pechanga Room 925 via VTC, Secretary Rodriguez will be in the San Francisco office. This meeting will be an introductory call and discussion of California environmental issues.

*Region 9 attendees- Alexis Strauss and Deborah Jordan*

12:00 pm-1:00 pm – Meeting with Wayne Nastri, former Regional Administrator and current Executive Officer, South Coast Air Quality Management District.

1:00 pm-2:00 pm – Unscheduled

2:00 pm- 3:00 pm – Daily Update. In Pechanga Room 925, we will discuss any pending actions and upcoming meetings.

*Region 9 attendees – Alexis Strauss and Deborah Jordan*

3:00 pm – 4:00 pm – Unscheduled

Alexis Strauss, Office of the Regional Administrator  
Deborah Jordan, Acting Deputy Regional Administrator, Office of the Regional Administrator  
Amy Miller, Senior Policy Advisor and Agriculture Liaison, Office of the Regional Administrator  
Vicki Lane, Human Resources Officer  
Elizabeth Adams, Acting Director, Air Division  
Enrique Manzanilla, Director, Superfund Division  
Kathleen Johnson, Director, Enforcement Division  
Tomas Torres, Director, Water Division  
Kerry Drake, Acting Director & ARA, Environmental Management Division  
Kelly Zito, Director, Office of Public Affairs  
Jeff Scott, Director, Land Division  
Sylvia Quast, Regional Counsel, Office of Regional Counsel  
Mindy Clements, Manager, Superfund  
Diana Uribe, Facilities and Security Specialist, Environmental Management Division  
Justina Fugh, Director, Ethics Office, Office of General Counsel  
Steven Jawgiel, Attorney-Advisor, Office of Regional Counsel  
Charles O'Quinn, Manager, Environmental Management Division  
Steven Leonido-John, Assistant Director, Office of the Regional Administrator  
Dan Meer, Assistant Director, Superfund Division  
Harry Allen, Manager, Superfund